

Compensatory Hours Greater than 100 / Annual Hours Less than End of Year Maximum Reporting Instructions for Managers

101 KAR 2:102 and 101 KAR 3:015 state that an appointing authority may require an employee who has a balance of at least 100 hours of compensatory leave to use compensatory leave before the employee's request to use annual leave is granted, unless the employee's annual leave balance exceeds the maximum number of hours that may be carried forward.

To assist managers, a report has been made available in KHRIS Manager Self-Service (MSS) to identify these employees.

After logging into the KHRIS portal, select MSS and the link to execute this report is available under the Reports section of the screen as identified below:

Click on the link "Excess Comp-Reports > 100 hours". The selection screen will be displayed and you can execute the report by selecting a pernr or grouping of pernr's, or a specific cost center. The report display is as follows:

| Time Evaluation Messages Display | | | | | |
|----------------------------------|-------------------------------------|--------|-------------------|---------|-------------------------|
| Menu | | Back | Exit | Cancel | System |
| | | | | Details | Sort in Ascending Order |
| Time Evaluation Messages Display | | | | | |
| MessTy | Message long text | PersNo | Employee/Apl.Name | ... | Logical date |
| ZL | Comp > 100, Annual < End of Yr. Max | | | | SA04/16/2016 |

NOTE: This report should be run by managers to identify those individuals who meet the criteria before approving then time for the current payroll period.